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6 August 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: T/O Revision - Inspection and Security Office

1. Reference is made to the request for a T/O change for the Inspection and Security Office submitted to the Deputy Director (Administration) by the Assistant Director for Inspection & Security, in a memorandum dated 10 June 1952.

2. The proposal does not change the overall number of [REDACTED] positions on the present T/O but, merely involves a reorganization of these positions with some changes in grades.

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3. The requested changes are outlined below:

(a) One new GS-15 executive officer is requested for the Office of the Chief, Inspection & Security.

(b) The Training & Support Staff formerly in the Special Security Division is being combined with the Administrative Staff but involves no changes in grades or salaries.

(c) The Policy Control Staff, ADD/S, will be increased by one GS-13 Security Management Specialist.

(d) The Security Division, Office of the Chief, is requesting one GS-13 ass't. to the chief and one GS-11 ass't. safety officer.

(e) It is requested that a Project and Liaison Section be established in the Security Division, Personnel Security Branch, consisting of one GS-13 chief; one GS-12 case officer; one GS-12 contact officer and; one GS-4 clerk stenographer.

(f) One GS-9 night security officer is requested for the Physical Security Branch, Security Division.

(g) The Technical Research Staff (Formerly Unit B) is requesting one GS-13 to be reduced to GS-12, Research Specialist; one GS-9 Ass't. Research Specialist to be upgraded to a GS-11.

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(h) The Special Security Division Office of the Chief, is requesting one new GS-13 ass't. to the chief

4. In order to provide for the above additions the following positions will be dropped.

(a) From the unvouchered SO Pool a decrease of one GS-13 Investigator-General; one GS-11 Investigator-General.

(b) From the unvouchered SSD Pool a decrease of three GS-11 Investigator-General; three GS-9 Investigator-General.

(c) From the vouchered Security Division, Personnel Security Branch, a decrease of one GS-11 Security Officer, Personnel; one GS-4 Secretary Stenographer.

5. The Budget Bureau allowance for fiscal year 1953 on vouchered funds was based on an average salary of [REDACTED] for the entire agency. This figure includes an average of [REDACTED] for I & S. The previously approved T/O includes an average salary for vouchered positions of [REDACTED] while the comparable figure under the proposed T/O is [REDACTED]. The most recent average actual annual salary for I & S was [REDACTED]. In view of the relatively small differences involved, it is believed that the proposed increase can be absorbed within the present Budget Bureau allowance.

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6. The total increase involved in this reorganization is [REDACTED]. In view of the small amount involved it can be absorbed within the budget for the fiscal year 1953.

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7. Approval of the T/O as revised is recommended.

[REDACTED]

E. R. SAUNDERS
Comptroller

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